IEEE Certificates Application Guide for Open Water

*The certificates application is for approved providers only. If you have not been approved, please contact eab-ceuadmin@ieee.org.

Step 1 : How To Login to Open Water

URL: **https://ieee-ea.secure-platform.com/a/organizations/main/home**

Select "Login with IEEE" on the left hand side of the screen and enter your credentials. This login will be used to access the certificates application.

How To Create an IEEE Account

*If you don't have an IEEE account, you can create one for free in one easy step. This will allow organizations to review past applications submitted.

IEEE - Sign in to access the secure content

Don't have an IEEE Account yet?

> sign in to various IEEE sites with a single account;
> manage your membership;
> get member discounts;
> personalize your experience;
> manage your profile and order history.

Already have an account? Sign in using your existing account.

Create account

Sign in

Username:
t.choudhury@ieee.org

Password:
•••••••••

> IEEE Members: Forgot username or password
> IEEE Employees: Forgot username or password

Sign in

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Advancing Technology for Humanity

◆IEEE

Create an IEEE Account

Already have an IEEE account? Sign In »

* Required

* Given / First name	Middle Name	* Last / Surname
* Email Address	* Password ❷	* Confirm Password
Create Security Question ❷	Security Answer	

☐ I have read and accept IEEE Privacy Policy.

Create Account

Step 2: How To Begin The Application

Once logged in to Open Water, click to begin a new submission.

Welcome Tahiya Choudhury

Home
My Applications
In Progress (1)
My Profile
Admin Panel
Log Out

Note: You have already started an Application that is not yet complete.

Click here to review your past Submission(s)

Click here to begin a new Submission

Enter all required information for each of the 4 tabs. Applications in progress can be saved and completed at a later time.

Home / My Applications / Application

IEEE Certificate Application

Applicant Information → Event Information → Certificate Information → Supporting Documents

Applicaticant Information

If you are an external approved provider and IEEE is not sponsoring your educational event, please select 'Organization outside IEEE' under the *Applicant Information* tab.

IEEE Affiliation *

Organization hosting the learning event:

Organization outside IEEE

Certificate Information

Please provide the instructional method, assessment, type of certificate and instructional hours (without any breaks). IEEE charges per certificate regardless of continuing education credits or certificate type.

Supporting Documents

Submission of instructor biographies, course abstracts and event logistics/agenda is required and can be submitted directly on the *Supporting Documents* tab by either attaching the documents or copying/pasting into the field.

Please note there is a limit to one document per attachment field. Users have the options to consolidate in one document, use the additional fields or zip files before uploading.

IEEE Certificate Application

Applicant Information → Event Information → Certificate Information → **Supporting Documents**

Instructor Biography *

The instructor or facilitator should have appropriate educational qualifications, normally a degree in engi from a regionally and professionally (e.g. ABET) accredited institution at a level commensurate with the le

| Select ▼ |

Course Abstract *

Please provide one or two paragraphs describing the course material.

| Select ▼ |

Agenda *

Please provide logistics of the event including breaks.

| Select ▼ |

Is there anything else you would like us to know regarding your learning event?
Character count: 0 / 500

Please review the application before submitting, as changes cannot be made after finalization.

A confirmation email will be sent from eab-ceuadmin@ieee.org.

Please allow 5 business days for review.

If approved: An approved email with the evaluation form and excel attendee roster will be sent.

If disapproved: An email will be sent asking to re-submit the application.

If changes need to be made for an application that has already been approved, please email eab-ceuadmin@ieee.org with the application number on the subject line.

Once the application is approved, there is no action required until after the event is held.

Step 3: Hold the Virtual/Live Educational Event

Step 4: How to Submit Attendee Roster and Evaluation Forms

Approved applications that are ready for certificates issuance will be listed under *Needs Attention* on the portal. Select *Open* under the Action column.

The *Certificate Roster Submission* tab will now appear for the second part of the certificate process. This will only show for applications already approved.

Applicant Information → Event Information → Certificate Information → Supporting Documents → **Certificate Roster Submission**

An evaluation form is **required** for any participant who would like a certificate.

The Excel attendee roster must be completed entirely as this gets uploaded into the system that issues certificates, and should only contain data for those who request certificates.

Please verify the attendee name is spelled correctly, and enter only one email address.

Please note there is a limit to one document per attachment field. Users have the options to consolidate in one document, use the additional fields or zip files before uploading.

Current Subscription Customers are organizations who purchased bulk certificates in advance. If you are interested in becoming a subscription customer, please email us at eab-ceuadmin@ieee.org for pricing options.

Applicant Information → Event Information → Certificate Information → Supporting Documents → **Certificate Roster Submission**

Number of certificate recipients:

1

Certificate Roster: *

Please only include those who would like a certificate from your learning event. Please make sure their name and email address are correct for certificate issuance.

01.15.20 pdh.xls

Evaluation Forms: *

Please add all evaluation forms in one document.

01.15.20 ceu.xls

Current Subscription Customer? *
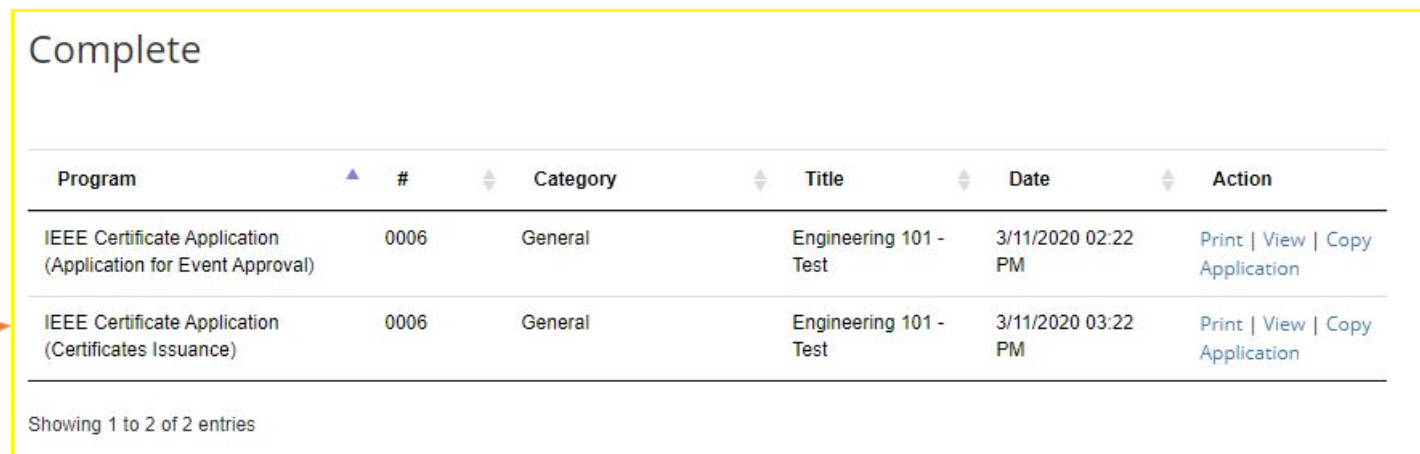
◉ Yes

○ No

Special Instructions:

Please allow 5 business days to review.

Step 5: Confirmation of Certificates Issuance

After the certificates are issued, an email confirmation will be sent to you from *IEEE Certificate Program via secure-platform.com*.

The certificates are sent directly to the participants via an automated email from credential.net. If participants have trouble receiving their certificates, please check the spam folder. If any certificates are still missing, please contact eab-ceuadmin@ieee.org, as emails can be blocked due to the recipient's security settings.

Once the certificates are issued, the application will be filed under ***Complete***.

*Please note for completed applications, there are two parts to each application number:

1.) the initial application for event approval
2.) the certificate issuance for approved events

Customers have the option to 'copy application' to quickly create additional applications for reoccurring learning events and edit the fields as necessary.

Program: IEEE Certificate Application

Welcome Tahiya Choudhury

Home
My Applications
All (3)
Incomplete (1)
Complete (2)
My Profile
Admin Panel
Log Out

In Progress
Submissions that you have started but not yet finished / submitted.

Complete
Submissions that have been received for review.

Customers can log in to Open Water at any time to review applications in progress and completed applications.

If you have any additional questions or concerns, please contact eab-ceuadmin@ieee.org.